

State Workforce Investment Board

Operating Rules for Conducting Business

The Montana State Workforce Investment Board has adopted these procedures as operating rules for conducting business:

Article One: Name/Identity

The organization shall be commonly known as the "Governor's Workforce Investment Board", the "Montana Workforce Investment Board" or the "State Workforce Investment Board" (SWIB). Board members and staff support of the board will identify themselves in that manner when conducting the business of the organization.

Article Two: Purpose

The Governor established the State Workforce Investment Board for several purposes:

1. To create policy recommendations for the Governor related to the establishment and maintenance of an efficient, integrated, statewide workforce development system to train the maximum number of unemployed and underemployed Montanans as possible.
2. To serve as a focal point for addressing the major workforce development issues of Montana.
3. To lead the strategic planning process for an integrated workforce development system, in consultation with local Community Management Teams.
4. To create performance standards which identify effective workforce development initiatives.
5. To coordinate the state's workforce investment initiatives with the state's economic development plan.

The State Workforce Investment Board has been formed in accordance with the federal Workforce Investment Act of 1998 and 53-2-1203, Montana Code Annotated. In order to assure objective management and oversight, the State Workforce Investment Board shall not operate programs or provide services directly to program participants, but shall exist to plan, coordinate, provide policy guidance and measure success of workforce development programs, initiatives and services.

Article Three: Membership

1. The State Workforce Investment Board is comprised of members appointed by the Governor consistent with membership requirements established by the federal Workforce Investment Act. The majority of members will be business leaders who represent targeted industries outlined in the most recent strategic plan. Other members will include: the Governor or his designee; two members of each chamber of the state legislature; chief elected local officials; representatives of labor organizations; cabinet officers from relevant state departments responsible for workforce development initiatives or their designees; and other leaders deemed appropriate by the Governor.

2. State Workforce Investment Board members who are chief elected local officials, or cabinet officers from relevant state departments responsible for workforce development initiatives may designate one person to represent them and vote for them at Board meetings. The name of the designee must be submitted by the Board member to the Governor's Boards and Councils office, and no designee will be seated until approved by the Governor.
3. Terms shall be for two years. Members may be re-appointed for additional terms. There is no limit on the number of terms a member may serve.
4. For purposes of membership and appointments, the yearly term begins July 1st and ends on June 30th of each year.

Article Four: Termination of Membership

With the exception of legislative members, all Board members serve at the pleasure of the Governor. Legislative members serve at the pleasure of their respective chamber's presiding officers. Membership may be terminated for:

1. Failure of a member to continue to hold the qualifications that were the basis for his/her initial appointment.
2. Receipt by the Governor of the written resignation of the member.
3. Failure of a board member to attend at least 50% of scheduled board and committee meetings during a one-year period, except for excused absences.
4. Failure to represent the State Workforce Investment Board in a manner deemed appropriate by the Governor or the board; in all cases, the Governor in consultation with the Chair will make final determination.

Article Five: Officers

The officers of the State Workforce Investment Board shall include a Chair and Vice Chair. The Chair and Vice Chair are to be appointed by the Governor.

Article Six: Executive Committee

1. There shall be an Executive Committee comprised of the officers and no more than ten at-large representatives.
2. The Executive Committee shall be composed of a majority of business members, but shall include the Governor or his designee, and the cabinet officer from the Department of Labor & Industry. May also include the cabinet officers from other relevant state departments responsible for workforce development initiatives.
3. The at-large representatives of the Executive Committee shall be members of the State Workforce Investment Board and shall be appointed by the Chair. At-large members are appointed for one-year terms and may serve multiple terms.
4. The Executive Committee shall have all of the authority of the State Workforce Investment Board whenever State Workforce Investment Board action is required.

Article Seven: Committees and Task Forces

There will be at a minimum one Standing Committee of the State Workforce Investment Board, a Regulatory & Accountability Committee consisting of the members of the State Workforce Investment Board who are appointed by the Chair and shall include state agency department heads.

1. The State Workforce Investment Board may create as many other committees or task forces, as it deems necessary to carry out the work of the State Workforce Investment Board.
2. Committees are to be chaired by any member of the State Workforce Investment Board. Committee Chairs are to be appointed by the State Workforce Investment Board Chair.
3. Committee Chairs will be responsible for recruitment and selection of their committee members in consultation with the State Workforce Investment Board Chair. Committees may contain members who are not State Workforce Investment Board members but have been appointed in an ad hoc capacity. However, a majority of committee members must be from the State Workforce Investment Board, with the exception of the Youth Council.

Article Eight: Meetings

1. Special meetings of the membership may be called by the Chair or the Governor or by the petition of at least ten members of the State Workforce Investment Board.
2. The State Workforce Investment Board shall meet at least two (2) times per year or more if necessary in accord with a meeting schedule adopted by the State Workforce Investment Board.
3. The Executive Committee shall meet at least two (2) times per year or more if necessary in accord with a meeting schedule adopted by the Executive Committee.

Article Nine: Conduct of Meetings

1. All State Workforce Investment Board, committee and task force meetings will be publicly announced and will comply with the state's "open door" policies.
2. All State Workforce Investment Board, committee and task force meetings will be conducted using Robert Rules of Order on issues requiring action.
3. At regular meetings of the State Workforce Investment Board and committees, the Chair will provide opportunities for public comment with time constraints determined by the Chair as appropriate.
4. The Chair of the State Workforce Investment Board, or in his/her absence, the Vice Chair, shall chair State Workforce Investment Board meetings. In the absence of the aforementioned, the members present will select a chair for the meeting.
5. The committee or task force Chair will chair committee and task force meetings. In the absence of the Chair, committee or task force members will select a Chair for the meeting.
6. If both the Board member and the designee are in attendance at the same meeting, the Board member shall be seated at the table and the designee shall be seated in the audience with members of the public.

Article Ten: Quorum

1. The quorum for the State Workforce Investment Board meetings shall be a majority of members of the current State Workforce Investment Board, including those present via teleconference or videoconference.
2. The quorum for committee meetings, (excluding the Youth Council) including committees with ad hoc members, shall be a majority of members of the current State Workforce Investment Board appointed to that committee. This includes those present via teleconference or videoconference.

3. The quorum for the Youth Council shall be a majority of members appointed to the Council, including those present via teleconference or videoconference.
4. There is no established quorum requirement for task force meetings.
5. If both the Board member and their designee are in attendance at the same meeting, they shall only be counted as one attendee for the purpose of attaining a quorum.

Article Eleven: Voting

No proxy voting is allowed for State Workforce Investment Board meetings or for any of the State Workforce Investment Board's committees. A designee, as defined in Article Three, shall have authority to vote if the Board member they represent is not in attendance.

Article Twelve: Address

The State Workforce Investment Board shall maintain a mailing address established by the State Workforce Investment Board: State Workforce Investment Board, Commissioner's Office, Department of Labor and Industry, PO Box 1728, Helena, Montana 59624-1728. Phone: 406-444-1609.

Article Thirteen: Records

The State Workforce Investment Board shall designate a site for maintaining all records of the State Workforce Investment Board, including minutes of proceedings of all State Workforce Investment Board meetings. The State Workforce Investment Board maintains: www.swib.mt.gov .

Article Fourteen: Fiscal Year

The State Workforce Investment Board's Fiscal Year shall be July 1st through June 30th. Membership and appointment terms will be based on the fiscal year.

Article Fifteen: Staff Support and Financial Record-Keeping

Staff support for the State Workforce Investment Board's work will be administratively housed within the Department of Labor and Industry, Commissioner's Office. The Director of the State Workforce Investment Board will be accountable to the State Workforce Investment Board for work products of the staff. The State Workforce Investment Board will, from time to time, review its staff requirements and make recommendations to the Governor concerning staff support for State Workforce Investment Board work. The Director of the State Workforce Investment Board will be responsible for supplying financial information to the State Workforce Investment Board related to resources available to support the work of the State Workforce Investment Board.

Article Sixteen: Member Compensation & Expense Reimbursement

All State Workforce Investment Board members are eligible for reimbursement of expenses including meals, mileage and lodging while attending State Workforce Investment Board meetings or committee meetings away from their city of origin. Members will be reimbursed according to established state rates and rules. State Workforce Investment Board members who are not government employees being reimbursed by the government entity they represent, full time salaried officers of the state or federal government, or any political subdivision of the Workforce Investment Act (WIA) grantees, may be paid \$50.00 per day

when more than three hours is spent on State Workforce Investment Board business on the day of a meeting. This amount is in addition to reimbursement for travel expenses. Representatives and Senators will be reimbursed at the legislative pay rate and following the Legislative reimbursement rules.

Article Seventeen: Conflict of Interest

The State Workforce Investment Board, in conducting its business, will comply with state or federal laws regarding conflict of interest. See the [Conflict of Interest policy](#).

Article Eighteen: Amendments

These operating procedures may be changed or new procedures may be adopted by a majority vote of the State Workforce Investment Board at any meeting of the State Workforce Investment Board, following a meeting where the proposed changes are introduced.

-- Amended: *April 2007*
October 2007